



Department of Housing & Community Development

Emergency Solutions Grant (ESG)

APPLICATION FOR FUNDING

Program Year 43

July 1, 2017 – June 30, 2018

Release Date: February 2, 2017

Due Date: March 3, 2017

Margaret E. Morton Government Center,
999 Broad Street, 2nd Floor,
Bridgeport, CT 06604

EMERGENCY SOLUTIONS GRANT (ESG)

PROGRAM DESCRIPTION

(24 CFR Part 576 – Emergency Solutions Grants Program)

The Emergency Solutions Grant Program (ESG) is a federal block grant implemented as part of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, which reauthorized the McKinney-Vento Homeless Assistance Act. It is administered by the U.S. Department of Housing and Urban Development (HUD). ESG funds are to be used for services to homeless and near homeless individuals and families in the following five major categories (wording in parentheses is the citation for the appropriate section of the federal regulations):

- Street Outreach (24 CFR Part 576.101)
- Emergency Shelter (24 CFR Part 576.102)
- Rapid Re-Housing (24 CFR Part 576.104)
- Homeless Prevention (24 CFR Part 576.103)
- HMIS (24 CFR Part 576.107)

Street Outreach

- Engagement, Case Management, Emergency Health Services, Emergency Mental Health Services, Transportation, Services Special Populations, Staff and Overhead Costs

Emergency Shelter Services

- Case Management, Child Care, Education Services, Employment Assistance and Job Training, Outpatient Health Services, Legal Services, Life Skills Training, Mental Health Services, Substance Abuse Treatment Services, Transportation, Services Special Populations.
- Rehabilitation and Renovation
- Shelter Operations
- Assistance under URA

Homelessness Prevention and Rapid Re-housing Services

- Housing Relocation and Stabilization Services
- Short Term and Medium Term Direct Financial Assistance

Please see the Emergency Solutions Grant (ESG) Quick Reference Sheet prepared by HUD and attached to this application as Appendix B for a listing of the eligible activities within each of the components. APPLICANTS SHOULD BECOME FAMILIAR WITH THE PROGRAM REGULATIONS, ATTACHED TO THIS APPLICATION AS APPENDIX C, FOR COMPLETE INFORMATION ABOUT ALL ELIGIBLE COSTS AND PROGRAM REQUIREMENTS. PLEASE GO TO ESG PAGE AT THE ONECPD RESOURCE EXCHANGE (www.onecpd.info/esg) FOR ADDITIONAL INFORMATION AND ANSWERS TO FREQUENTLY-ASKED QUESTIONS.

AVAILABLE FUNDING

HUD has not yet notified the City of Program Year 43 ESG entitlement funding levels. For planning purposes the City is assuming a grant of \$248,572, which is comparable to its ESG entitlement amount of \$248,572 for the previous program year. The actual amount of the allocation may vary depending upon final Congressional budget allocations. The City will delay submission of its Annual Action Plan until it receives formal notification from HUD of its Program Year 43 allocation amount.

Regardless of the final allocation amount, no more than 25% of the ESG program resources will be allocated towards street outreach, emergency shelter and housing activities and at least 75% of the ESG program resources will be allocated toward homelessness prevention and re-housing activities.

OTHER REQUIREMENTS AND LIMITATIONS

Building on the success of the Homelessness Prevention and Rapid Re-housing Demonstration Program (HPRP) that was part of the Recovery Act, applicants should be aware that HUD is urging grantees to devote as much of their ESG allocation as possible to rapid re-housing activities. The City of Bridgeport will prioritize such applications by assigning up to five (5) extra points to these applications in the scoring process.

Services provided must be offered to all eligible individuals, as defined by HUD. Agencies must be willing and able to serve clients throughout the City of Bridgeport, and cannot restrict services to current clients.

Future funding rounds may require collaborative effort projects for one or more agencies. Agencies are encouraged to prepare activities which coordinate services between agencies providing similar services throughout the funding region.

There has been a noticeable gap in the availability of security deposit assistance for individuals and families who have been unable to exit shelters. Rapid Re-Housing applicants who include the provision of such assistance in their application may be eligible for the full amount of the Rapid Re-Housing Bonus points mentioned above.

Limitations for the use of ESG funding:

- 50% for Homeless Housing / Shelter Services
- 50% for Homeless Prevention / Re-housing
- Not more than 7.5% for Administrative

INELIGIBLE ACTIVITIES

- Food pantries or other food provision or meal preparation and delivery that does not include actual street outreach and engagement with the unsheltered homeless.
- Legal services for immigration and citizenship matters and issues.
- Issues relating to mortgages.
- Retainer fee arrangements.
- Contingency fee arrangements.

HMIS REQUIREMENTS

All ESG grant recipients will be required to participate in and enter data into the Homeless Management Information System (HMIS). Should your agency be selected to receive ESG grant funds through this competitive application process, technical assistance will be provided by the City of Bridgeport to ensure appropriate implementation of this requirement. Potential grantees should be aware that failure to comply with the HMIS requirements (no data entry or below threshold data quality) may result in funding being withheld, restricted, or cancelled.

MATCHING REQUIREMENTS

Required amount of matching contributions: The recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD.

FAITH-BASED ACTIVITIES

Participation in the ESG Program is open to all faith-based and community-based organizations regardless of the religious nature of the applicant organization or the religious nature of the program(s) it offers; however, funds awarded under this program may not be used for inherently religious activities such as religious instruction, prayer, worship, or any form of proselytization nor may funds be used to purchase any religious materials or provide any inherently religious services.

- This means that organizations must have separate and distinct programs. Organizations must take steps to separate, in time or location, their inherently religious activities from their ESG-funded services. Additionally, participation in religious activities by individuals receiving services must be voluntary.
- Faith-based organizations may use space in their facilities to provide ESG funded services without removing religious art, icons, scriptures, or other symbols.

How to Apply:

TECHNICAL ASSISTANCE SESSIONS

HCD will conduct several technical assistance workshops in conjunction with this application process. These workshops will entail a detailed review of the application submission process, program requirements, and application review and selection process.

Applicants are strongly encouraged to send representatives such as the executive director, project manager, or individuals that will be integrally involved in the planning and management of the proposed project.

All information sessions are **FREE**. Applicants are responsible for all travel-related costs associated with attending the workshops. The following sessions have been scheduled:

HOUSING AND COMMUNITY DEVELOPMENT WILL HOST APPLICATION TECHNICAL ASSISTANCE SESSIONS MARGARET E. MORTON GOVERNMENT CENTER

Tuesday, February 21, 2017	1:00pm – 3:00 pm	999 Broad Street, 2 nd Floor-- OPED A&B
Wednesday, February 22, 2017	1:00pm – 3:00 pm	999 Broad Street, 2 nd Floor-- OPED B

Pre-registration is encouraged. Please email: Anjerice.miller@bridgeportct.gov; or call Anjerice Miller at 203-576-8022 to register for one of the above sessions.

APPLICATION DEADLINE FOR SUBMISSION IS:

MARCH 3, 2017, BY 2:00 P.M.

Hand Deliver one (1) original and one (1) unstapled copy of the completed applications and required documentation to:

Office of Housing and Community Development
Attn: Anjerice Miller
Margaret E. Morton Government Center
999 Broad Street, 2nd Floor
Bridgeport, CT 06604
(203) 576-8022

ELECTRONIC AND/OR FACSIMILE SUBMISSIONS OF APPLICATIONS WILL NOT BE ACCEPTED

Applications submitted after the deadline will not be considered for funding under this solicitation.

Mailed items must be posted as March 3, 2017

APPLICATION NARRATIVE

Please see attached application forms.

REQUIRED DOCUMENTATION AND APPLICATION ATTACHMENTS

Please include the following documentation with your application:

1. Agency Description and Articles of Incorporation/Bylaws: Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and the license to operate (if necessary).
2. Financial Statement and Audit: Describe the agency's fiscal management including disbursement methods, financial reporting, record keeping, accounting, principles/procedures and audit requirements. Please include a copy of the agency's last financial audit.
3. Insurance/Bond/Worker's Compensation: State whether or not the agency has liability insurance coverage, in what amount and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State law. State whether or not the agency has fidelity bond coverage for principal staff who hand the agency's accounts, in what amount and with what insuring agency. Please include a copy of the insurance certificate.
4. 501(c)3 Non-Profit Certification: Non-profit organizations must submit tax-exemption determination paper-work from the Federal Internal Revenue Service.
5. List of Board of Directors: A list of the current board of directors or other governing body of the agency must be submitted. The list should include names, title and organization that they represent if applicable.
6. Organizational Chart: An organizational chart must be provided which describes the agency's administrative framework and staff positions. The chart should clearly show where the proposed project staffing fits into the organizational structure.

FORMAT OF APPLICATIONS

Please submit one (1) original and one (1) unstapled copy of your application.

Applicants must adhere to the following formatting requirements:

1. Complete Application Forms
2. Application narrative limited to five (5) typed pages or less
3. 12-point font Times New Roman
4. Single-sided
5. One (1) inch margins
6. **Do not staple the application**, use an appropriate binder clip
7. Include page numbers

APPLICATION REVIEW PROCESS

The City of Bridgeport advertises the anticipated availability of funding by placing public notices in the *Connecticut Post*, and by posting this information in the Office of the City Clerk and the main branch of the Bridgeport Library.

Department of Housing and Community Development staff review each application received to ensure that instructions have been followed, that the project/program is eligible to receive ESG funds, and that the project/program meets the needs of the City of Bridgeport as specified in its five-year Consolidated Plan (2013-2018). Additionally, Under the ESG Legislation (91.100(d)) and (91.105(a) (2) (ii)), the City of Bridgeport must consult with the local Continuum of Care (COC), Greater Bridgeport Opening Doors (GBOD), in determining how to allocate the ESG grant for eligible activities, developing performance standards and evaluating the outcomes of projects and activities assisted by ESG funds; and in developing funding, policies, and procedures for the operation and administration of the HMIS. To accomplish this task, the City will coordinate with the local COC are to establish a review panel to rate and rank all PY43 ESG applications, which will be submitted to the Bridgeport Citizen Union and City Council for review and consideration. A copy of the review and scoring sheet that will be used by GBOD has been attached as Appendix C.

The second phase is review of the applications by the City of Bridgeport's Citizen Union. The Citizen Union, as established by City Ordinance with appointment by City Council Members (20 Council Members representing 10 districts) is charged with serving as a vehicle to allow Bridgeport citizens the opportunity to participate in the planning and development process and to assist the department in the development of the comprehensive consolidated plan and any amendments thereto.

The Citizens Union holds public hearing(s) which are also noticed in the *Connecticut Post*. Once the public hearing is held, the Citizens Union then meets on two consecutive dates to deliberate and present their proposed draft plan.

The Citizens Union's draft plan is then forwarded to the City Council for referral to the Economic/Community Development and Environment Committee (ECDE) for their review. The ECDE Committee then holds Public Hearings which are also noticed in the *Connecticut Post*.

After the public hearings are held, the ECDE committee meets to finalize their plan for referral to the full City Council for review and approval.

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City of Bridgeport
Office of Housing and Community Development

PY43 ESG Application For Funding

COVER PAGE

Agency Name: _____

Program/Project Name: _____

Contact Person: _____

Agency Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

DUNS Number: _____

ESG Funds Requested: \$ _____

Current PY43 ESG Award: \$ _____

Executive Summary of Project (150 words or less):

BACKGROUND INFORMATION ABOUT ORGANIZATION

How many years has your organization been in operation? _____

Total number of employees: Full time _____ Part time _____ Volunteer _____

What is your current annual budget? _____

Is the project/program supported by an NRZ or other target neighborhood organization? If yes, please attach letter(s) of support. ☐ YES ☐ NO

Does the organization serve within a particular neighborhood? If so, indicate which neighborhood(s) and attach the letter/form of endorsement from the designated NRZ. If not able to meet with the NRZ prior to the submission deadline, indicate the expected meeting date or an explanation stating why this could not be accomplished.

The information contained herein and attached as exhibits hereto is, to the best of our knowledge and belief, true, correct and complete and that the City of Bridgeport can rely upon these statements in determining whether to fund this project.

We certify that the Agency Board of Directors has approved this application.

If the application is found to be faulty in any manner, the application can be eliminated from consideration at the sole discretion of the City of Bridgeport.

_____	_____	_____
Executive Director/Department Head	Signature	Date

_____	_____	_____
President/Board Chair	Signature	Date

APPLICATION NARRATIVE

QUESTIONS:

- Program/Project Description: Please provide a description of the proposed program or activity for which you are requesting funds. Specifically state the ESG program component(s) and eligible activities you plan to pursue within each component. Include a description of the target population and how they meet the eligibility requirements as stated in the regulations for the activities proposed. Applicants should set forth a clear, logical plan for outreach to the homeless or those at highest risk for becoming homeless (for those engaged in homeless prevention component activities). They should also discuss how they will:
 - Connect program participants to mainstream benefit programs (SSI, TANF, Medicaid, SNAP, etc.),
 - Assist homeless people to obtain and remain in permanent housing, assist homeless people to both increase their incomes and maximize their ability to live independently.

ORGANIZATIONAL CAPACITY:

1. Provide an overview of your organization including the mission statement and length of time in existence.

2. Describe your organization's experience in serving homeless people and those with special needs. Include your experience in providing case management that connects households with appropriate services and financial assistance so that they can maintain housing stability.

3. Identify the person(s) responsible for the program and financial management of the proposed project. _____
4. Many times, projects that receive an award of ESG funding are funded less than the originally requested amount. This requires the submission of a revised budget and description of how the organization will carry out the proposed activity with reduced funding. Please indicate if your proposed activity could be undertaken with a lower budget amount and if so, please identify how that would affect the scope of services.

5. Has your organization received ESG or other McKinney-Vento homeless assistance funding in the past? If yes, please complete the following table.

Program Year	Name/Description of Program	Number of Clients Served	Funding Awarded	Funding Award Withheld/Cancelled for Non-Compliance? (yes or no)

6. Describe your involvement with Greater Bridgeport Opening Doors, the Bridgeport area's local Continuum of Care.

7. Describe the extent of your organization's information technology systems and your ability to report on and track progress of program participants. (All organizations receiving funding must participate and regularly enter data into the local Homeless Management Information System (HMIS)).

OUTCOME MEASURES: (ALL APPLICANTS MUST ANSWER). Applicants are reminded that only projects that propose to engage in activities under the homeless prevention component may serve persons who are at risk of becoming homeless)

1. What is the total estimated number of homeless/at risk of becoming homeless persons to be served by this activity? _____
2. What is the anticipated percentage of homeless/at risk of becoming homeless persons to be served by this activity? _____
3. What is the number of Bridgeport residents to be served by this activity? _____
4. What is the number of residents from other towns to be served by this activity? _____

EMERGENCY SOLUTIONS GRANT PROJECTS OUTCOMES:

1. What is the current number of shelter beds/slots? _____
2. What is the number of shelter beds/slots expected to be created by the proposed project? _____
3. What is the current occupancy rate? _____
4. What is the expected occupancy rate? _____

5. Please specify the procedures used in the tracking or follow-up of clientele served. _____
6. Indicate how many households will be served with housing relocation and stabilization services?

7. Indicate the number of homeless families and individuals that will be relocated to permanent housing. _____
8. Indicate the number of clients that have been placed in transitional or permanent housing _____
9. Describe the support services available to transition clients into permanent housing: _____
10. If funds are to provide renovations to an existing shelter, please specify the percentage of the cost of structural improvements in relation to the value of the property. _____
11. Is your agency currently entering data in the Homeless Management Information System (HMIS)?
_____ If yes, what are your data quality scores for the last three full months prior to the submission of this application? Also, who is your HMIS Data Coordinator (HDC)? _____
12. What is the average amount of assistance, in dollars, provided to each household over the course of the program? \$ _____

FOR RAPID RE-HOUSING APPLICANTS ONLY

13. What is the average length of time, in days, that program participants are homeless before being placed in permanent housing? _____ days
14. What is the percentage of clients housed for at least six months after returning to permanent housing? _____ %

FOR ALL OTHER APPLICANTS

15. What is the average length of time that program participants received emergency shelter, prevention, or other assistance? _____ days

Faith Based and Community Based Organization Certification of Separation of Services

Participation in the ESG Program is open to all faith-based and community-based organizations regardless of the religious nature of the applicant organization or the religious nature of the program(s) it offers; however, funds awarded under this program may not be used for inherently religious activities such as religious instruction, prayer, worship, or any form of proselytization nor may funds be used to purchase any religious materials or provide any inherently religious services.

This means that organizations must have separate and distinct programs. Organizations must take steps to separate, in time or location, their inherently religious activities from the CDBG-funded services. Additionally, participation in religious activities by individuals receiving services must be voluntary.

According to Federal regulations:

45 CFR 87.1.(c). "If an organization conducts [inherently religious] activities, the activities must be offered separately, in time or location, from the program or services funded with direct financial assistance...." 69 Fed. Reg. 42586, 42593 (2004).

45 CFR 87.1. (c). "participation [in any privately funded inherently religious activities] must be voluntary for beneficiaries of the programs or services funded with [direct federal financial] assistance." 69 Fed. Reg. 42586, 42593 (2004)

Please take a moment to answer the following questions.

Does my organization currently offer religious or spiritual programming?

☐YES ☐NO

Does my organization currently offer programming that is not religious in nature?

☐YES ☐NO

Are religious programs offered during a separate time or location than non-religious programs?

☐YES ☐NO

Does your organization require the beneficiaries of the program to attend any religious activity sponsored by the organization?

☐YES ☐NO

EMERGENCY SOLUTIONS GRANT

(1) Emergency Shelter

- a. Number of shelter beds/slots currently existing: _____
- b. Number of shelter beds/slots expected to be created by the proposed project: _____
- c. What is the current occupancy rate? _____
- d. What is the expected occupancy rate? _____
- e. What is the average length of stay/time in the shelter and/or program? _____
- f. What is the number of single clients served annually (no duplications)? _____
- g. What is the number of families served annually (no-duplications)? _____
- h. Indicate percentage of will be used for supportive housing activities. _____
- i. If Supportive Housing is provided as part of the proposed program, describe the agencies or organization's Supportive Housing Plan for clients receiving services at the shelter.

(2) Homeless Assistance and Rapid Re-Housing

- a. Number of household to be served for prevention _____
- b. Number of households to be served for rehousing _____
- c. Indicate type of subsidy that will be provided: short-term, medium-term, shallow and graduated/declining rental assistance, security deposits and utility assistance? _____
- d. Indicate the number of clients that will be receiving shallow or medium ongoing rental subsidies _____
- e. Indicate the number of clients that will be receiving utility payments _____
- f. Indicate the number of clients that will be receiving security deposits _____
- g. Describe the process in place to ensure HUD established Housing Quality Habitability Standards are met.

(3) How does the proposed program promote self-sufficiency and/or improve financial stability of program participants?

(4) Specify the procedures used in the tracking or following-up of clientele served:

(5) Indicate the number of clients that have been placed in transitional or permanent housing as a result of this program annually: _____

(6) If your agency is providing security deposits describe the availability of assistance, outreach efforts and method in which clients are obtained for the program.

(7) Describe the support services available to transition clients into permanent housing:

- (8) Describe the partnership the organization has with the Greater Bridgeport Alliance to End Chronic Homelessness.**
- (9) Describe the agency's experience with the locally established HMIS system, and provide the name and title of the agency staff member identified as the HMIS Data Coordinator for the agency.**
- (10) If funds are to provide renovations to an existing shelter: Specify the percentage of the cost of structural improvements in relation to the value of property.**
- (11) Describe what actions the agency has made towards the planning or implementation of community wide coordinated access. Please provide specific details regarding collaboration and practical examples of how the agency is effectively working with other agencies in the community which provide similar services, and what benefits or barriers have been realized.**
- (12) Describe plans for collaboration with local and state organizations or programs (i.e., local schools, city/state departments or neighborhood organizations.)**
- (13) Explain the eligibility criteria of participants and list any restrictions.**
- (14) Describe your organization's prior experience and capacity in managing similar programs. The description should include, prior accomplishments, types/volume of services previously provided.**
- (15) Describe and/or attach a summary of programs and/or services currently provided by your organization and indicate how these programs are funded.**

Appendix A

Bridgeport, CT HMFA* 2014 Income Limits

EFFECTIVE: 04-13-2016

Local area median income for a family of four: **\$86,300**

Income Category	-----INCOME LIMITS-----							
	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
30% OF MEDIAN	\$18,800	\$21,450	\$24,150	\$26,800	\$28,950	\$31,100	\$33,250	\$35,400
VERY LOW-INCOME (50%)	31,300	35,750	40,200	44,650	48,250	51,800	55,400	58,950
60% OF MEDIAN (HERA Special 60%)	37,560	42,900	48,240	53,580	57,900	62,160	66,480	70,740
LOW-INCOME (80%)	46,000	52,600	59,150	65,700	71,000	76,250	81,500	86,750

Source: U. S. Department of Housing and Urban Development, Notice PDR-2014-01, dated 4/13/2016

* A HMFA is a HUD-defined Metropolitan Fair Market Rent Area, or a HUD Metro FMR Area. The Bridgeport HMFA is a subset of the OMB-defined Bridgeport-Stamford-Norwalk, CT MSA

Bridgeport, CT HMFA* 2014 Fair Market Rents

EFFECTIVE: 04/2016

HOME rent limits effective 04/2016

METROPOLITAN FMR AREAS	-----UNIT SIZE-----				
	0 BR	1 BR	2 BR	3 BR	4 BR
Bridgeport, CT HMFA	\$769	\$952	\$1207	\$1545	\$1757
Low HOME Rent Limit	\$769	\$838	\$1005	\$1161	\$1295
High HOME Rent Limit	\$769	\$952	\$1207	\$1538	\$1696

NOTE: All HOME Program participants must be below 80% of the area median. 90% of all renters must be below 60% of area median